香港專業教育學院**(**觀塘**)**

Hong Kong Institute of Vocational Education (Kwun Tong)

申請重新註冊   **APPLICATION FOR REINSTATEMENT OF REGISTRATION**

申請細則   Instructions to Applicant

1. 申請人應填寫申請表第 I 部份連同有關<u>**申請原因**</u>的信函及身份證，親身到學院秘書處遞交申請。
   Complete Part I of the application form and submit it to the Campus Secretariat in person. **Applicant should bring along with a letter of reason for reinstatement** and your HKID Card.

2. 申請重新註冊前，申請人必須全數清繳對職業訓練局之欠款(包括圖書館及其他罰款)或於學生事務處/夜校組辦妥延期繳交學費之申請。
   Before applying reinstatement of registration, applicant must settle all outstanding fees (including but not limited to library fines and other charges) or complete application for deferred payment in Student Affairs Office/Evening Studies Unit.

3. 申請人須繳付手續費港幣肆佰元正(恕不退還)。請參閱背頁繳費方法。
   Applicant will be charged a handling fee of HK$400 (non-refundable). Please refer to payment methods on back page.

I. <u>學生資料</u>   **Particulars of Student**

英文姓名
Name in English _____

中文姓名
Name in Chinese : _____

學生編號
Student No : _____

聯絡電話
Tel. No. : _____

課程名稱
Programme Title: _____

課程編號
Programme code _____

☐ **Letter of reason for reinstatement of registration is attached.**

申請人簽署
Applicant's Signature : _____

日期Date: _____

TO BE COMPLETED BY CS

II. INFORMATION VERIFICATION

☐ All items duly filled in by applicant in Part I.
☐ Letter explaining reason for reinstatement attached.
☐ Student has settled all outstanding tuition fees HK$ _____.
☐ Student is applying deferred payment in Student Affairs Office/Evening Studies Unit.
☐ HK$400 Reinstatement fee payment paid on _____.

Staff Signature _____

Post: _____   Date _____

TO BE COMPLETED BY DEPARTMENT

III RECOMMENDATION AND PRINCIPAL'S APPROVAL

☐ Application **is** recommended

☐ Application **is not** recommended.

Please specify _____

☐ Application for reinstatement of registration *is / is not approved.

Remarks (if any) _____

Signature _____
HoD ( )   Date

Signature _____
P / IVE(KT)   Date

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* *請刪去不適用者（Please delete as appropriate）*

IV. RECORD IN STUDENT RECORDS SYSTEM

Student registered on _____.

Student informed of the application result on _____.

Staff Signature _____

Post: Date

繳費方式
PAYMENT METHOD

➢ 申請重新註冊費用為港幣四百元
Application Fee for Reinstatement of Registration is **HK$400**

➢ **11位數字賬戶號碼:** | | | | | | | | | | 1 | 7 |
11-digit Bill Account Number: ⌐ 學生編號 Student No. ⌐

➢ 你必須於同一次繳費交易，全數繳付所需之費用 You must pay the exact amount in one single transaction.

➢ 請保存自動櫃員機收據正本／付款編號，以作紀錄 Please keep the payment receipt/reference number for your own record.

於任何恒生銀行或匯豐銀行自動櫃員機	At any ATM of the Hang Seng Bank or HSBC
1. 選擇繳費服務 2. 選擇教育 － 其他 3. 選擇『職業訓練局』 4. 選擇賬單類別：『03』－『學生雜費』 5. 輸入 11 位數字賬戶號碼 6. 輸入總金額	1. Select Bill Payment Services 2. Select Education – Others 3. Select "Vocational Training Council" 4. Select Bill Type: "03" - payment of "Fees for Student Services" 5. Enter 11-digit Bill Account Number 6. Enter the Total Payment Amount
於貼有「繳費易」的「銀通」櫃員機	At the JETCO ATM with the JET Payment Logo
1. 選擇繳費服務 2. 選擇『商戶編號輸入』 3. 輸入商戶編號『9151』 4. 賬單類別：輸入 『03』 5. 輸入 11 位數字賬戶號碼 6. 輸入總金額	1. Select Bill Payment Services 2. Select "Merchant Code Entry" 3. Key in Merchant Code "9151" 4. Bill Type: Enter "03" 5. Enter 11-digit Bill Account Number 6. Enter the Total Payment Amount
使用繳費靈	**Using PPS**
須先開立戶口及致電 18013 登記此賬單 1. 致電 18033 或登入網址 www.ppshk.com 2. 輸入商戶號碼 『9151』 3. 輸入 11 位數字賬戶號碼 4. 選擇賬單類別：『03』－『學生雜費』 5. 輸入總金額	Have a PPS account and register the bill by calling 18011 1. Dial access number 18031 or Visit www.ppshk.com 2. Enter merchant code "9151" 3. Enter 11-digit Bill Account Number 4. Select Bill Type: "03" - payment of "Fees for Student Services" 5. Enter the Total Payment Amount
以網上銀行服務繳交	**Internet Banking**
你可選用銀行之網上理財服務以銀行戶口或信用卡（以該銀行所提供之服務為準）透過「繳費服務」繳交。 1. 選擇『職業訓練局』 2. 賬單類別：輸入 『03』 3. 輸入 11 位數字賬戶號碼 4. 輸入總金額	You may settle the payment by your bank account or credit card (subject to the services provided by the banks) using the 'Bill Payment Service' of internet banking services. 1. Select "Vocational Training Council" 2. Select Bill Type: "03" 3. Enter 11-digit Bill Account Number 4. Enter the Total Payment Amount